

**ORDINANCE NUMBER 2005-104 REQUIRES APPLICATION TO BE SUBMITTED A MINIMUM
OF 45 DAYS PRIOR TO THE EVENT**



**MADISON POLICE
DEPARTMENT**
Col. Daniel J. Busken Chief of Police

Special Event Application

Do Not Fill In Shaded Areas

Return Completed Application to Madison Police Department 100 Hughes Road, Madison, Alabama 35758

<p>In the case of for-profit events, events that involve the sale, transfer or consumption of alcoholic beverages or any event where an admission fee will be charged, the person organizing, holding or promoting the event (collectively, "Sponsor" for purposes of this section) shall, at the time of the filing of a permit application, provide proof of bodily injury and property damage liability insurance naming the City as an insured and covering the entire public area of the event for the duration of the event in a minimum amount of one hundred thousand (\$100,000.00) dollars for the injury to or death of any one individual and three hundred thousand (\$300,000.00) dollars for the injury or death of any number of individuals in one occurrence, and property damage liability insurance in the amount of one hundred thousand (\$100,000.00) dollars. <u>Such policy shall insure both the City and the Sponsor, but shall be so endorsed as to create the same liability on the part of the insurer as though a separate policy had been written for the City and the Sponsor.</u> Such policy shall be issued by a company authorized to engage in the insurance business in the state of Alabama and shall be approved by the City Attorney prior to the issuance of a permit.</p>			<p style="text-align: center;">Received Date</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
Individual or Organization Name		Telephone Number		
Address		Date Of Birth If Applicable		
Individuals Drivers license Number	Individuals Drivers license State	Madison Business License or Permit Number		
<input type="checkbox"/> N/A If the special event is proposed to be conducted for, on behalf of, or by an organization, the names, addresses and telephone numbers of the headquarters of the organization and of the authorized and responsible heads of such organizations				
Name of Headquarters		Telephone Number		
Address of Headquarters				
Authorized And Responsible Head Of Organization		Telephone Number		
Authorized And Responsible Head Of Organization		Telephone Number		
Authorized And Responsible Head Of Organization		Telephone Number		
Contact person #1	Address			
Daytime Telephone	Cellular Phone Number	Pager Number		
Contact person #2	Address			
Daytime Telephone	Cellular Phone Number	Pager Number		
Event Start Date	Event Start Time	Officers Needed For (Check All That Apply) <input type="checkbox"/> Traffic Control <input type="checkbox"/> Security <input type="checkbox"/> Escort		
Event End Date	Event End Time	Will The Event Take Place In A City Park? <input type="checkbox"/> Yes <input type="checkbox"/> No		

[illegible]

Music

[illegible]

Parade

Estimated Number Of Spectators	Estimated Number Of Participants	Estimated Number Of Vehicles To Park	If A Parade Indicate The Estimated Number Of Units In Each Category					List Animals Or Instrumentalities That Could Pose A Danger To The General Public		
			Floats	Vehicles	Bands	Marching Groups	Other			
Staging Area Start Time		Location								
Line up Start time		Location								
Parade Start Time		Location								
Parade End Time		Location								

Parade

☐ **Event Location** (Measurements of the public area the event will cover) ☐ **Parade Route** (Must Have Map Attached With Precise Route Of Event)

☐ **Parade Route** (Must Have Map Attached With Precise Route Of Event)

You Must Include A Statement Describing What Portion Of Any Street, Park, Sidewalk, Or Other Public Place Will Be Occupied, Closed Or Affected By The Event

[illegible]☐ Continued on attachment

Food Or Drinks

Sold	Food or Drink Supplier	Who Will Receive The Funds From The Sale Of Food Or Drinks
<input type="checkbox"/> Yes <input type="checkbox"/> Free Madison Business License No.		
		Madison Business License No.
<input type="checkbox"/> Yes <input type="checkbox"/> Free Madison Business License No.		
		Madison Business License No.
<input type="checkbox"/> Yes <input type="checkbox"/> Free Madison Business License No.		
		Madison Business License No.
<input type="checkbox"/> Yes <input type="checkbox"/> Free Madison Business License No.		
		Madison Business License No.
<input type="checkbox"/> Yes <input type="checkbox"/> Free Madison Business License No.		
		Madison Business License No.

Alcohol

Sold	Alcohol Supplier	Who Will Receive The Funds From The Sale Of Alcohol
<input type="checkbox"/> Yes <input type="checkbox"/> Free Madison Business License No.		
		Madison Business License No.
<input type="checkbox"/> Yes <input type="checkbox"/> Free Madison Business License No.		
		Madison Business License No.
<input type="checkbox"/> Yes <input type="checkbox"/> Free Madison Business License No.		
		Madison Business License No.
<input type="checkbox"/> Yes <input type="checkbox"/> Free Madison Business License No.		
		Madison Business License No.
<input type="checkbox"/> Yes <input type="checkbox"/> Free Madison Business License No.		
		Madison Business License No.

Toilet Facilities Provided During The Event

Number	Type	Location (If a Business, list their Name and Madison business License No.)
	<input type="checkbox"/> Portable <input type="checkbox"/> Fixed	
	<input type="checkbox"/> Portable <input type="checkbox"/> Fixed	
	<input type="checkbox"/> Portable <input type="checkbox"/> Fixed	
	<input type="checkbox"/> Portable <input type="checkbox"/> Fixed	
	<input type="checkbox"/> Portable <input type="checkbox"/> Fixed	
	<input type="checkbox"/> Portable <input type="checkbox"/> Fixed	
	<input type="checkbox"/> Portable <input type="checkbox"/> Fixed	

Cleanup After The Event Provided By

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>

Ultimate Use Of Net Proceeds

Use of net proceeds and whether any proceeds will inure to the benefit of any person organizing, holding or promoting the event
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>

Approval

Chief of Police <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Date	City Attorney <input type="checkbox"/> Yes <input type="checkbox"/> No

The Insurance Policy shall be approved by the City Attorney prior to the issuance of a permit.

Recommendations

<input type="checkbox"/> Yes <input type="checkbox"/> No Public Works	Fire Chief <input type="checkbox"/> Yes <input type="checkbox"/> No
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>
<input type="checkbox"/> Yes <input type="checkbox"/> No Recreation Dept.	City Clerk-Treasurer <input type="checkbox"/> Yes <input type="checkbox"/> No
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>
<input type="checkbox"/> Yes <input type="checkbox"/> No Revenue Dept.	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>	